FEDERAL EMERGENCY MANAGEMENT AGENCY | REGION 10
FRC ELEVATOR MAINTENANCE
STATEMENT OF OBJECTIVE
JUNE 2026

A. PROJECT TITLE

Federal Emergency Management Agency (FEMA) Region 10 Federal Regional Center (FRC) Elevator Maintenance and Inspection Services.

B. BACKGROUND

FEMA FRC Bothell has a service elevator that requires maintenance, inspections, checks, and repairs to ensure proper operations.

C. OBJECTIVE

The Contractor shall provide FEMA - Region 10 with all labor, parts and materials to perform work related to maintenance service for our elevator in Bothell, WA. Before coming on-site, contact will be made with the Facilities team to ensure FEMA is given a report on every visit with what is completion at the job site.

D. REQUIREMENTS

Under this contract the Contractor will maintain the elevator equipment herein described on the following terms and conditions: The Contractor will use skilled, trained personnel, supervised, and directly employed by us and use reasonable care to see that the equipment is maintained as set forth herein. The Contractor will regularly and systematically examine, adjust, lubricate, and if conditions warrant, unless specifically excluded under the exclusions paragraph, repair or replace the:

Pump Unit: including pump, V-belts, strainers, silencers, springs and gaskets. Jack Unit: including plunger, guide bearing, packing and packing gland.

Controller: including relays, resistors, contacts, coils, leads, transformers, fuses, timing devices and solid-state components.

Valves: including relief valve, pilot, lowering, leveling and checking valves; or any of the parts thereof.

Dispatching Equipment: including relays, resistors, contacts, coils, leads, fuses, transformers, timing devices, and solid-state components.

Selector: including electrical or mechanical drive components, cams, contacts, relays, resistors, leads, transformers and solid-state components.

Car: including power door operator, door protective devices, car door hangers, car door contact, load weighing equipment, car safety devices, car guide shoes, and subflooring.

Hostway: including deflector sheave, secondary sheaves, buffers, governor tension assemblies, limit switches, compensating sheave assemblies, compensating chain or cables, traveling cables, hoist way and machine room wiring, hoist way door interlocks, hoist way door hangers and gibs and auxiliary closer.

Accessory Equipment: including all accessory elevator equipment installed prior to commencement of this contract unless accepted in the exclusions paragraph.

Fixtures: car and hall button stations, master indicator control panels, all signal fixtures including contacts, buttons, key switches and locks. Lamps and sockets will be replaced during regular examinations only or will otherwise be subject to separate billing.

Furnish Lubricants: compounded to specifications and selected to give the best performance.

Furnish and Maintain: hydraulic fluid at proper operating level.

Wire Ropes: will be renewed as often as necessary to maintain an adequate factor of safety and equalize the tension on all hoisting ropes.

Motor & Motor Generator: We will maintain the motor(s) and generator(s) under the MCP program guidelines. However, repair or replacement of these items is excluded.

Testing: Company will test our equipment in accordance the periodic testing requirements as outlined in the American National Safety Code for Elevators and Escalators ANSI A 17.1, however testing responsibilities may not include fees or changes imposed by local authorities in conjunction with inspecting, licensing, or testing the equipment, changes in the testing requirements after the initial start date of this agreement, or any other testing obligations, other than as specifically set forth above. Since these tests may expose the equipment to strains well in excess of those experienced during normal operation, company will not be responsible for any damage to the equipment or property, or any injury to or catastrophic event, resulting from or arising out of the performance of these tests.

Repairs: The Contractor shall perform repair work as needed in addition to routine maintenance and inspection services. Repair work shall be initiated upon identification of issues by the Contractor or upon request by the Government. For each repair work order, the Contractor shall provide a written estimate detailing the scope of work, labor, materials, and associated costs. No individual repair work order shall exceed $5,000 without prior written approval from the Government. All repair work must be documented and submitted to the Government prior to starting work- contractor will wait until issued a notice to proceed prior to commencing work, upon completion, including a summary of work performed, parts replaced, and final costs.

E. DELIVERABLE AND DELIVERY SCHEDULE

All work will be completed and reviewed and accepted by the government upon completion after treatments. The Contractor must call and give a minimum 1-day notice before coming on-site or will not be allowed to enter the facility.

F. GOVERNMENT-FURNISHED EQUIPMENT AND INFORMATION

Any work or action indicated to be accomplished by the Contractor, including the furnishing of materials therefore unless otherwise specified, shall be at the Contractor's expense.

The Government will provide to the Contractor, except as otherwise specified, at no charge to the Contractor, the following materials, facilities, and services listed hereunder for incorporation into the work and/or use in performance of the work. Any work or action indicated to be accomplished by the Contractor, including the furnishing of materials therefore unless otherwise specified, shall be at the Contractor's expense.

- FEMA will keep the pits and machine rooms clear and free of water and trash and not permit them to be used for storage; and provide supply power of proper voltage and free of aberrations.

- FEMA will provide company with wiring diagrams, operation and maintenance manuals and any other original manufacturer information and equipment necessary to maintain the machinery.

Elevator Telephone Monitoring

This agreement includes 24/7 elevator telephone monitoring by a service call center and is included in the monthly price of this agreement.

Hours of Service

All work will be performed during the regular working hours of the regular working days of the elevator trade, unless otherwise specified. The Contractor will include all repairs (listed within the scope), emergency minor adjustments, and call back service during the regular working hours of the elevator trade. Callbacks outside these hours will be billed at our regular billing rates, in addition to the contract base price.

G. PLACE OF PERFORMANCE

The Contractor shall perform work at the following FEMA Region 10 location:

FEMA Federal Regional Center (FRC) Region 10
130 228th ST SW
Bothell, WA 98021

H. PERIOD OF PERFORMANCE

The period of performance to be as stated on contract.

I. SITE SECURITY REQUIREMENTS

Security requirement of this facility grounds include but are not limited to a 100% identification check. All toolboxes, machinery, etc. are subject to random search, and shall not be left unattended in public areas, except by prior approval of the FEMA Region 10 Facility Manager or designee. Such containers and toolboxes shall be locked and secured when unattended and shall be clearly labeled to indicate general contents and a point of contact in case of emergency. The Contractor shall make available and keep a current roster of employees working at the FEMA Region 10 site.

J. SAFETY REQUIREMENTS

In order to provide safety controls for protection of the life and health of employees and other persons; for prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruptions in the performance of this contract, the Contractor shall comply with all applicable Federal laws and regulations with such additional measures as the government may deem necessary.

All tools and personal protective equipment required to be provided by the Contractor. The Contractor shall ensure all tools, equipment, and machinery are in good working order.

K. PROJECT WORK HOURS AND SITE ACCESS

Working hours of the building occupants designated to assist with this project are from 7:00AM to 4:00PM – Monday through Friday, excluding Federal holidays. Work performed under this contract shall be performed during these hours designated above, unless otherwise approved in advanced by the FEMA Region 10 Facility Manager or designee. The Contractor shall coordinate the contracted and/or related work items with the FEMA Region 10 Facilities Manager or designee. The Contractor shall make request for exception to the work hours indicated above to the FEMA Region 10 Facility Manager or designee, at least 48 hours prior to the proposed deviation from the above work hours.